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<b>Job Title:</b>	Safeguarding Officer
<b>Reports to:</b>	Senior Service Delivery Manager
<b>Location:</b>	Shaw House, Oxford/flexible working
<b>Hours:</b>	35 Hours per Week

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## Key Purpose:

Engage with staff and volunteers at a local and national level across RABI as well as with key external stakeholders and partners to influence compliance with safeguarding policies and procedures. Support the Senior Service Delivery Manager to implement RABI's reporting through maintenance of effective internal recording and reporting systems (CPOMS). Promote a high level of safeguarding awareness and related training throughout the organisation guided by priorities highlighted in the safeguarding action plan. Provide a high level of safeguarding support to all staff and volunteers and embed a strong culture of safeguarding across RABI. Act as the Deputy Designated Safeguarding Lead in the absence of the Senior Service Delivery Manager.

## Key Responsibilities:

- Work alongside the Designated Safeguarding Lead to develop and enhance safeguarding practice within the organisation.
- Act as one of the first points of contact for all staff, volunteers and external queries in all matter of safeguarding.
- Daily oversight of our safeguarding system CPOMS. Follow up on any queries relating to CPOMS and develop training materials to support staff and volunteers in this area.
- Provide the Designated Safeguarding Lead with monthly report to feed into longer-term safeguarding planning.
- Work alongside the Designated Safeguarding Lead to develop and deliver safeguarding training and support sessions for staff and volunteers to create an annual training plan.
- Effectively engage with staff and volunteers at a local and national level to ensure safeguarding escalations and approaches are understood through the organisation.
- If required travel to RABI volunteer groups to provide safeguarding support.
- Work with external stakeholders and partners to understand the main thematic areas of safeguarding that are impacting the community that we support.
- Work collaboratively within RABI to share information about safeguarding trends that are happening locally or nationally.
- Lead of providing safeguarding support to regional teams and provide practical guidance on managing a range of operational safeguarding risks, increasing confidence in safeguarding practice across RABI.
- Champion safeguarding practices and procedures across all Departments, ensuring compliance and driving engagement and awareness.
- Develop working relationships with key internal stakeholders e.g. volunteering, partnerships, campaigning and fundraising to offer safeguarding input to any emerging projects.
- Maintain up to date knowledge of current practice changes and any relevant changes to wider guidance, policy and legislation; including proactively engaging with other organisations and external experts to ensure RABI's approach is informed by and contributes to best practice within the sector.
- Manage all referrals to RABI's counselling provision ensuring all external and internal SLA's are adhered to.
- Undertake any other task relevant to the job purpose.

**Person Specification:**

Essential

- Experience of working as a Deputy Designated Safeguarding Lead
- Relevant up to date training in the specialist area of Safeguarding
- Knowledge of safeguarding practices and legislation
- Knowledge and experience of statutory agency practices and multi-agency working
- Ability to distinguish between observation, facts and information gained from others and confidently assess risk in a time sensitive manner
- Excellent communication, report-writing and recording skills
- Experience of providing safeguarding support to staff and volunteers working with adults and children who may be at risk of harm, their families and carers
- Experience of using data recording systems
- Confident working on own initiative and in communication and presenting to a wide range of staff and volunteers
- Highly organised and can manage multiple tasks and priorities
- Flexible, resilient and solution focussed working with sensitivity, integrity and without prejudice

Desirable

- Farming background or knowledge of the farming community environment.

**This role profile is not exhaustive and is subject to review in conjunction with the post holder according to future developments at RABI.**

***Early applications are encouraged for this position as shortlisting and interviews will take place on a rolling basis. We reserve the right to close this advertisement early if we receive a suitable application prior to the deadline.***

*RABI is proud to be an equal opportunity employer and aims to ensure that all employment practices secure equality of opportunity and that no prospective or current employee receives less than favourable treatment at RABI as a result of their sex, sexual orientation, age, race, religion, belief, ethnic origin, disability, marital, or for any other reason which cannot be shown to be justifiable. Our recruitment process strives to ensure that individuals are selected only based on their relevant skills, experience, qualifications and abilities.*